



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 3 Procurement [Classified Competitive]			Salary P26 \$71,408.73 - \$101,588.61
Posting Number 106-22	Position Number 009362	Number of Positions 1	Posting Period * From: 02/24/2022 To: 03/31/2022
Location: Division of Epidemiology, Environmental & Occupational Health Fiscal Unit, Office of the Assistant Commissioner 135 East State St., 3rd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>The Administrative Analyst 3 Procurement position within Fiscal Unit of the Division of Epidemiology, Environmental and Occupational Health is responsible for recording and processing procurement activities of the various program units within the Division.</p> <p>This position leads procurement activities and assists in completing purchase orders, grants, travel/training requests, employee reimbursements, vendor payments, supply orders, mail deliveries and accounting updates on NJCFS and MACES accounting systems for budgetary review for program units and fiscal operations.</p> <p>Additionally, this position is responsible for analyzing the procurement needs of the various Divisional Programs and makes appropriate recommendations. Prior State/Departmental experience in procurement of goods and services utilizing the various methods available (State/Department contract, waivers, MOAs, direct purchases, RFP, CAS) in accordance with Department of Treasury rules and regulations is preferred. Individual will need to become proficient in the utilization of various electronic reporting and accounting systems including: NJCFS, MACES, NJSTART, NJSAGE, Req Track will be required.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none">• Forward the required documents electronically to: PSTEEOH@doh.nj.gov• Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #106-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p>Required documents:</p> <ul style="list-style-type: none">• cover letter• resume• completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*